

Guidance for Renewing Electronic Duty of Care Forms

Step 1 Access Last Year's Duty of Care Form (Controlled Waste Transfer Note)

You will receive an email from EDOC 28 days before your Waste Transfer Note is due to expire, which should look similar to the image below. By clicking on the link and logging in you will be taken straight to the Waste Transfer note that is about to expire.

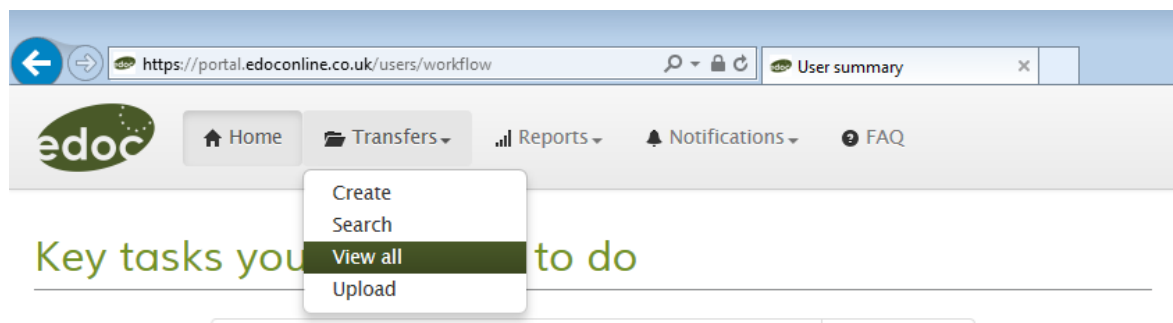
From: edoc <no-reply@edoconline.co.uk>
To: Trade Waste
Cc:
Subject: edoc transfer note [Expiring][Agreed][Herefordshire Council][Broker]

A season ticket that lists your business as being involved is due to expire.

Transfer note: [Click to view](#)
Expires on: 09/02/2017
State of transfer note: Agreed
Your business name: Herefordshire Council
Your role in the transfer: Broker
Your reference ID:

Note: Please do not reply to this email. This email address is not monitored.

If you do not have this email for any reason, your last Waste Transfer note can be accessed by visiting <http://www.edoconline.co.uk/>. Once logged in please click *Transfers* in the list of options and select *View all* from the drop down menu that appears.



When you click view all you will be taken to a list of your businesses Waste Transfer Notes. Select the relevant record from the list (if there are multiple records) and click **View**.

State	Type	Date & time	Transfer location	Waste	Transferor	Transferee	
Agreed	Season ticket	08/03/2016 to 07/03/2017	[HR4 0LE] County Offices, England	200301	Herefordshire Council	Herefordshire Council	View Edit

Step 2 Review the Waste Transfer Note

Once you have the Waste Transfer Note on screen, please review information to ensure that you are looking at the correct document (e.g. that it is the form you created last year and not a previous one). The screen you are on should look like the one below.

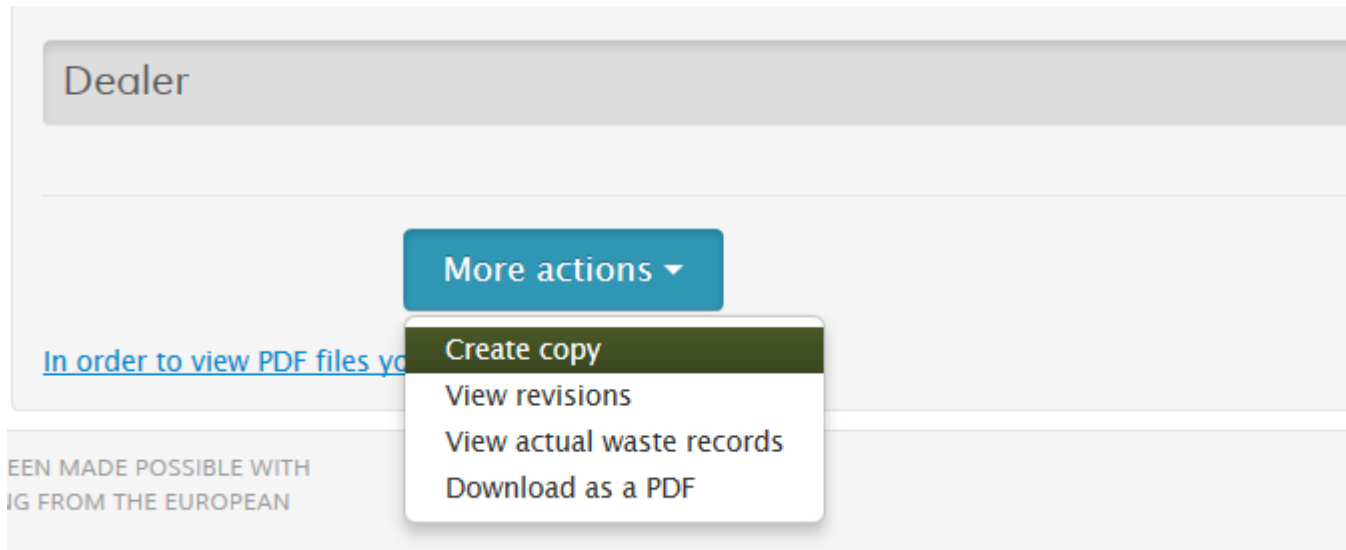
The screenshot shows the 'edoc' system interface. The top navigation bar includes 'Home', 'Transfers', 'Reports', 'Notifications', and 'FAQ'. The user is logged in as 'pwest'. The breadcrumb trail indicates the user is in 'Transfers' and viewing a 'waste transfer note'.

The main content area is titled 'View waste transfer note' and shows the following details:

- State:** Draft → Shared → **Agreed**
- Transfer schedule:** This is a: season ticket. Start & end dates: 01/04/2016 to 31/03/2017.
- Waste to transfer:** Description: Mixed General Waste - 1 x wheeled bin. List of waste codes (EWC): 200301. A button 'Record actual waste transferred' is visible.
- Container information:** Type of container: 4 wheeled bin. Number of containers: 1. Volume of a container: -.
- Weight information:** Frequency of transfer: 7 (days).
- Tracking information:** (Show ▼)
- Waste tonnage returns information:** (Show ▼)
- Transferor (current holder of the waste):**

Step 3 Create a New Waste Transfer Note for the Next Financial Year

Once you are happy that all the correct information is on screen, scroll down to the bottom, click *More actions* and select *Create copy*.



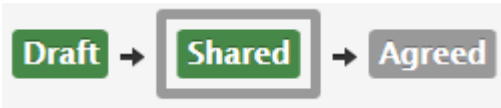
This will take you to a new copy of your selected Waste Transfer Note. Under the *Transfer schedule* section amend the start & end dates to the 2017-18 financial year.



Scroll to the bottom of the page and click *Save*. This will take you to a page displaying your completed form. Scroll to the bottom of this page and click *Submit*.

Step 4 Sign Your New Waste Transfer Note

Once you click *Submit* you will be taken to a screen that shows your Waste Transfer Note as:



On this screen you will need to sign your Waste Transfer Note. In the *Transferor (current holder of the waste)* section click the blue *Sign as transferor* button and select *Sign with a username and PIN*.

Transferor (current holder of the waste)

Business details linked to Show ▾

Business name:

Site name:

Transferor's reference ID: -

Postcode:

Transferor's notes:

Address line 1:

Address line 2:

Address line 3: Hereford

SIC code: 8411

This business is: a producer of waste an importer of waste a local authority
 a registered waste carrier a registered waste broker a registered dealer

This site has: a waste exemption an environmental permit / waste management licence

Registration number: CBDL68824

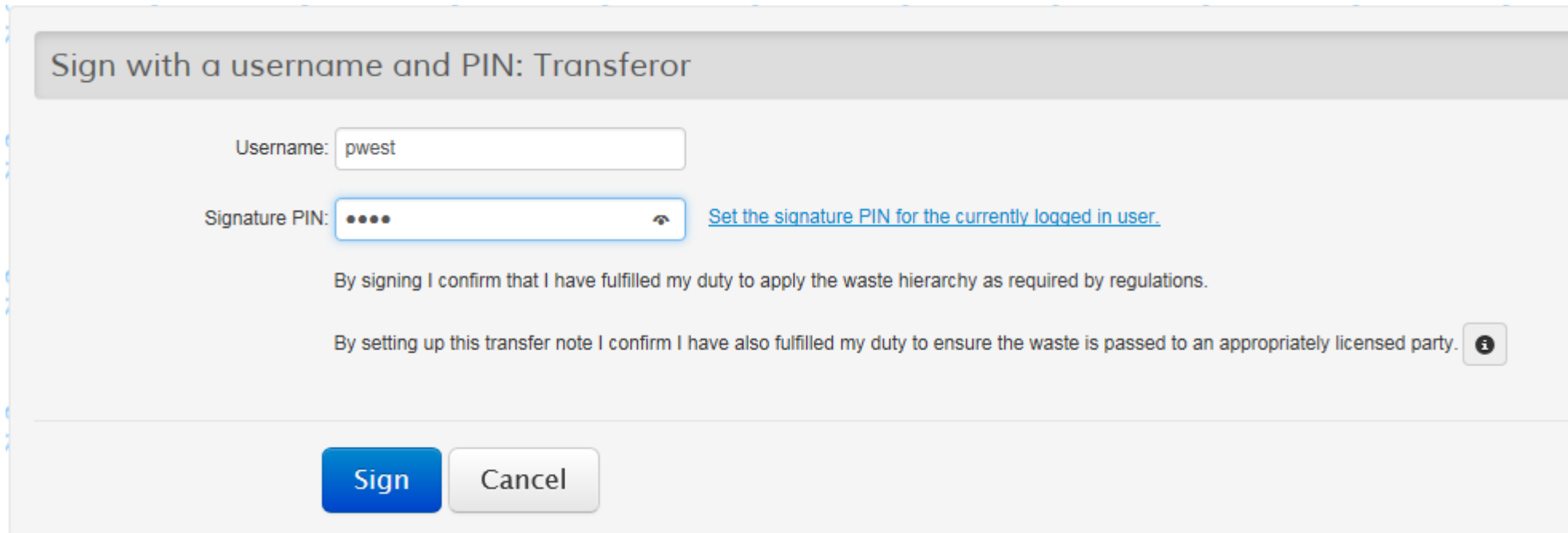
Signature: Not signed Sign as transferor ▾

- Sign with a username and PIN
- Sign using a signature image
- Upload an image of the waste transfer note
- Confirm the signature is retained locally

Transfer location

Postcode: UB4 0LE Local authority area: Herefordshire, County of

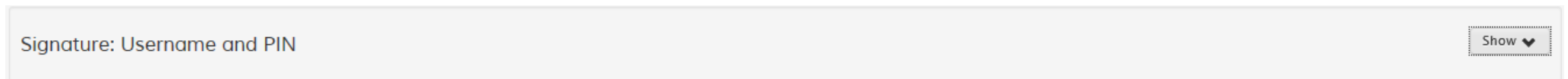
You will be taken to the signing screen. Enter your PIN in to the *Signature PIN* box and click *Sign*. Please note; your signature PIN is a 4 digit PIN and not your log-in password. If you have forgotten your PIN it can be reset by clicking the link on the signing page.



The screenshot shows a web form titled "Sign with a username and PIN: Transferor". It contains two input fields: "Username:" with the value "pwest" and "Signature PIN:" with four dots. A link "Set the signature PIN for the currently logged in user." is next to the PIN field. Below the fields are two lines of text: "By signing I confirm that I have fulfilled my duty to apply the waste hierarchy as required by regulations." and "By setting up this transfer note I confirm I have also fulfilled my duty to ensure the waste is passed to an appropriately licensed party." with an information icon. At the bottom are "Sign" and "Cancel" buttons.

Please ensure that you **ONLY** sign as the Transferor and **NOT** as the Transferee.

Once you have clicked *Sign* you will be returned to you Waste Transfer Note. The signature in the *Transferor* section should now look like this:



The screenshot shows a signature field with the text "Signature: Username and PIN" and a "Show" button with a downward arrow.

The process is now complete and you can log out.